



Solicitation Information
13 April 06

Continuous Recruitment: CR - 13

TITLE: State Worksite Wellness Program

Submission Deadline: Continuous Recruitment through 31 Oct 06

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us . Questions should be submitted in a *Microsoft Word attachment*, no later than 13 Oct 06 @ 12:00 Noon (ET). Please reference the CR # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

No offer will be considered that is not accompanied by a completed and signed Bidder Certification Cover Form.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

CONTINUOUS RECRUITMENT STATE WORKSITE WELLNESS PROGRAM

The Division of Purchases, on behalf of the Dept of Health, is seeking to establish a list of qualified health care organizations to provide services in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which is available on the internet at www.purchasing.ri.gov.

The State Worksite Wellness Program for State employees is charged with the responsibility to provide State employees with health risk assessment and health risk reduction programs. The State and its employees would benefit from pro bono assistance in this regard. In order for the State to accept pro bono services in a fair and effective way, it has been decided to use the continuous recruitment process. Agencies **volunteering** to provide pro bono worksite wellness services to the State must be **private, not-for-profit** agencies; and the pro bono services that they offer must be services that they **normally provide** within the scope of their organizational mission. There is **no obligation** whatsoever for any agency to provide pro bono services to the State as part of the continuous recruitment process for Worksite Wellness Services and there is absolutely **no quid pro quo** for such services.

This is a continual enrollment process. At the end of each month, the Division of Purchases will forward all applications received to the "State Worksite Wellness Program Review Committee" for evaluation.

As a result of this solicitation, the State will establish a list of qualified offerors. That list will be valid for a term of 5 years from the date of original issue. Vendors added to the qualified list after the initial posting will serve for the balance of the five year term.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended resus of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The “Official” time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.rimbe.org. To speak with an M.B.E. Officer, call (401) 222-6253.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

Vendor Questions & Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us . Questions should be submitted in a *Microsoft Word attachment*, no later than 12 OCT 06 @12:00 Noon (ET). Please reference the CR # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Responses (**an original plus three (3) copies**) should be mailed or hand-delivered in a sealed envelope marked “**CR#13 : State Worksite Wellness Program**” to:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases may not be considered. The official time clock is located in the reception area of the Division of Purchases

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.
3. Any information the Offeror seems relevant to the evaluation process.

Evaluation and Selection

The Department of Health will use the following criteria in selecting Worksite Wellness pro bono vendors for a period of five years:

Need for services within the State Worksite Wellness Program – max 30 points

Ease of implementing the proposed services within the State structure – max 20 points

Quality of the proposed vendor and services – max 20 points

Conformance with applicable Federal and State laws and regulations – max 10 points

Availability of proposed services at place and times required by the State – max 20 points

A total of **80 points**, out of a maximum 100, will be required of each applicant in order to become a pro bono vendor of worksite wellness services for the State of Rhode Island.

A partial listing of the types of services that the State will likely require follows:

- . self-reported personal health **risk assessment** (e.g., tobacco use, nutrition habits, physical activity)
- . disease and risk factor **clinical screening** (e.g., hypertension, BMI, type 2 diabetes)
- . **risk reduction** programs (e.g., physical activity, weight loss, stress reduction)
- . health **information and education** programs (e.g., healthy nutrition, highway safety, tobacco control)
- . **health fairs** including some or all of the above

Examples of agencies that may want to serve in this pro bono capacity are:

- . Non-profit hospitals, nursing homes, home health agencies
- . Community Health Centers
- . Red Cross
- . Heart, Cancer, Lung, and Diabetes Associations/Societies
- . Community Mental Health Centers
- . Non-profit substance abuse agencies
- . YMCAs and YWCAs
- . Community-based and faith-based organizations

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